



Open Recruitment

ASSISTANT COUNSEL II Approx. \$103,022 - \$125,224 Annual Salary

Open: May 17, 2004 Close: June 11, 2004

The Bay Area Air Quality Management District is currently recruiting for the position of Assistant Counsel II in the Legal Office. There is currently one (1) vacancy. This is a full-time exempt, management position.

Under direction, the Assistant Counsel II position performs a wide range of complex environmental law work, represents the District and provides advice and counsel to District staff in complex environmental matters.

EXAMPLES OF DUTIES FOR THIS POSITION

- **Advises District management and staff regarding District authority, jurisdiction, functions, and operational procedures;**
- **Represents the District in court and in administrative hearings before boards, commissions, and state and federal agencies;**
- **Researches legal problems and prepares opinions, briefs, draft regulations, resolutions, and other legal documents;**
- Reviews regulations, resolutions, contracts, permits and other documents for legal sufficiency and recommends modifications as required;
- Prepares and pursues routine to difficult litigation cases, often involving a specialized body of law;
- Monitors legal developments, including proposed legislation and court decisions and evaluates their impact on District operations and recommends appropriate action;
- Investigates and may prepare reports regarding claims by and against the District and recommends actions to be taken;
- Maintains accurate records and files and compiles reports of work performed.

QUALIFICATIONS

The eligible applicant must be a member in good standing of the California State Bar and have 4 years of professional experience practicing regulatory law, 2 years of which involved environmental law. The ideal applicant will have environmental litigation experience, preferably including CEQA and the California and federal Clean Air Acts. Excellent interpersonal skills, judgment, resilience, and flexibility are also important.

HOW TO APPLY

Interested individuals must submit a signed and completed BAAQMD application along with their responses to the supplemental application questions to the Human Resources Office **NO LATER THAN 5:00 PM ON FRIDAY, JUNE 11, 2004.** For an application packet, contact the Human Resources Office at (415) 749-4980. Completed application packets should be returned to: Bay Area Air Quality Management District, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109, Attn: Human Resources Office.

General information about BAAQMD can be found on our website at www.baaqmd.gov.

HOW TO APPLY, cont'd.

Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. with your application package. They will not be considered or returned. A resume may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

SELECTION CRITERIA

Selection will be based upon a competitive examination consisting of an interview, which may include a work product exercise. A qualifying training and experience evaluation based on your application materials (screening panel) and/or a panel interview may be held depending on the number of qualified applications received.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

SALARY AND BENEFITS

Initial hire is normally set at the entry salary rate.

The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District paid family medical option
- ✓ 100% District paid family dental
- ✓ 100% District paid vision
- ✓ 100% District paid life insurance (coverage up to 5 times annual salary)
- ✓ 100% District paid retirement (2% at 55 formula)
- ✓ Transit subsidy up to \$165 per month
- ✓ Money Purchase Pension Plan (401a)
- ✓ 12-30 days of annual leave per year
- ✓ 12 days of sick leave per year
- ✓ 72 hours of floating holiday per year
- ✓ 5 days of administrative leave per year
- ✓ 13 paid holidays

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

EOE